

New-Hire Prep List*

(a "To Do" list for the Supervisor)

Here's a list of steps to take to make a smooth transition for your new employee!

- Complete any appropriate documents
 - Obtain any required signatures
 - Return the form(s) to HR.

1. New Hire's office accessibility

Order through the process below

- ☐ Phone – Michael.madden3@us.army.mil
- ☐ Computer – follow directions at website: http://ngksc2-web/ks_acct_request.asp
- ☐ CAC Card
- ☐ Prox Card

2. Payroll Needs

- ☐ [Self Service](#) Login: update e-mail address and other information
- ☐ PAPER-Complete initial paper time sheet form
 - Department ID
 - Employee ID
 - Leave Request Form
- ☐ ONLINE-Complete necessary training and updating of personal information
 - Computer Based Training: http://da.ks.gov/sharp/WebCBT/TimeLabor/TimeandLaborTL370_Menu.htm
 - Desk Aid for Employee: [http://www.kansastag.gov/AdvHTML Upload/files/DESK_AID_for_ESS_Employee\(3\).pdf](http://www.kansastag.gov/AdvHTML Upload/files/DESK_AID_for_ESS_Employee(3).pdf)

3. Department Manager/Employee New Employee Orientation

- ☐ Review of Position Description, sign and return to HR
- ☐ Review of position expectations and schedule of 90 day Performance Review
- ☐ Review work hours and complete and sign [Flex Time Form](#) and return to HR
- ☐ Contacts for Calling in, etc.

4. Building Services

- ☐ Tour of complex
 - Mail room
 - Copy Room – training on copier, scanner
 - JFHQ Security training with Anti-terrorism Manager

5. Special Situations

- ☐ Complete necessary fiscal documents to allow for direct deposit of travel expenses (if needed)
- ☐ Other

Employee (Print)

(Sign/Date)

Supervisor(Print)

(Sign/Date)

HR Received: _____

Position # CD Intern